



Los Angeles County  
Board of Supervisors

April 7, 2011

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*To ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.*



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TO: Each Supervisor

FROM: Mitchell H. Katz, M. D.  
Director

SUBJECT: **REQUEST TO AMEND INFORMATION  
TECHNOLOGY SUPPORT SERVICES MASTER  
AGREEMENT (ITSSMA) WORK ORDER TO  
CONTINUE QUERY WRITER SUPPORT FOR THE  
DEPARTMENT OF HEALTH SERVICES**

This is to advise you of my intent to request the Internal Services Department (ISD) to amend Work Order 04-2225 with Quality IT Partners, Inc., by extending the term of the Work Order through April 31, 2012 and increasing the total maximum dollar amount. It is requested that the Work Order be increased by a total maximum amount of \$170,000. This added funding will increase the total maximum amount of the Work Order to \$469,000. In accordance with ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000.

### **BACKGROUND**

The Affinity Patient Accounting (PA) module allows the flexibility to create customized reports and data files which are used by the facilities and HSA Finance to manage receivables, forecast revenue and analyze PA data. The data is extracted from PA via custom queries. In 2008, the Department contracted the services of a Query Writer who has developed numerous customized queries and data files which have provided the facilities and HSA Finance easier access to the Affinity system data and improved the ability to manage receivables and assist with the resolution of various other PA issues.

This Work Order was competitively bid and awarded in March 2008.

### **JUSTIFICATION**

DHS continues to lack the resources, the body of knowledge, and experience levels necessary to perform the tasks required of a Query Writer.

The continuance of the Query Writer services will ensure that the facilities and HSA Finance have continued access to ad hoc reports generated from custom queries which are critical to managing the Accounts Receivables in the Affinity PA system.

The Query Writer is an experienced, highly qualified person that assists in the creation of customized queries and data files for use by HSA Finance to manage and control PA, balance General Ledger to PA Interface, extract data needed for the Waiver, etc.

HSA is in the process of developing a contract with the vendor for the continued provision of the Query Writer services.

### **SCOPE**

The scope of work includes the following:

- Develop ad hoc reports from the Affinity system database.
- Provide assistance in the analysis, design and programming necessary to develop queries to extract data from the Affinity system database.
- Provide assistance in the analysis and resolution of PA system questions.
- Provide written documentation and editing, testing, maintenance, review, installation and implementation of original or previously written queries, utilities or functions.
- Assist in the creation of a database that can provide utilization reports.

### **FINANCIAL IMPACT**

Pricing is based on time and materials and the current time and material rates will remain unchanged for the duration of the contract. The funds for this project are currently in the Fiscal Year 2010-2011 Health Services Administration operating budget and have been requested in the Fiscal Year 2011-2012 budget. It is requested that the Work Order be increased by a total maximum amount of \$170,000. This added funding will increase the total maximum amount of the Work Order to \$469,000.

### **PERIOD OF PERFORMANCE**

The period of performance for each of these Work Orders will be from the date of execution through April 31, 2012.

### **CLOSING**

Consistent with ITSSMA policies and procedures, we are informing your Board of our intention to amend the terms of these Work Orders and increase the maximum dollar amount. On April 25, 2011, we will request that ISD proceed with the amendment of these Work Orders.

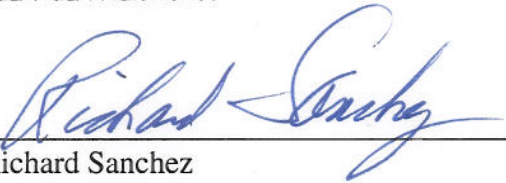
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If you have any questions or require additional information, please let me know.

MHK:gc

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors  
Chief Information Office  
Internal Services Department

**REVIEWED BY:**

  
\_\_\_\_\_  
Richard Sanchez  
Chief Information Officer

  
\_\_\_\_\_  
Date